# Job Information

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| **Job Title:** | Senior Housemaster |
| **Department:** | Lower School |
| **Line Manager’s Job Title:** | Head of Lower School |

1. **II. Job Specification**

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| **Job purpose:**  To assist the Head of Lower School in maintaining a vibrant and thriving Lower School. To support the Head of Lower School in evaluating, coordinating and developing the pastoral aims and standards of the Lower School with the deputy housemasters and mistresses, school counsellor and in partnership with pupils, staff, governors and parents. To take a lead on all pastoral policies for the LS and at the heart of which will be safeguarding. To liaise closely with the Senior Housemaster in the US. To develop a cohesive, purposeful and proud ‘House’ which consists of pupils and tutors. To continue to build on House identity and spirit in all aspects of day to day running of a pastoral House as well as in House events. To lead deputy housemasters in maintaining a coherent and collaborative group of House tutors (from the LS class teachers). To work with class teachers to ensure the highest standards of pastoral wellbeing in the Lower School. | |
| **Team** **Responsibilities:**  All Deputy Housemasters are expected to work collegiately in order to share good practice, ideas and resources and the Senior Housemasters will chair and lead these meetings. They will meet regularly as a team, and as individuals, with the Senior Housemasters from the LS and US. To lead meetings with year teams on a regular basis which will form a pastoral support committee | |
| **Key Tasks and responsibilities** | |
| **Key areas of accountabilities** | **Main duties & responsibilities to support achieving accountabilities** |
| 1. | * Lead the development and implementation of all pastoral policies in the LS and ensure that they are adhered to and understood by pupils, parents and teachers. |
| 2. | * Meet with year team leaders and other designated members as part of the Pastoral Support committee to review pupils’ pastoral support needs |
| 3. | * Line-manage and support Deputy Housemasters/mistresses in their duties and the development of House across the school. Monitor and intervene to ensure pupils display behaviour appropriate to Haileybury Almaty |
| 4. | * Monitor communication between deputy housemasters, class teachers, parents, and pupils to ensure effective and efficient pastoral care and assist in any parental consultation with teachers required to ensure the needs of each individual pupil within the LS are met and the delivery of pastoral care is consistently of high standard. |
| 5. | * Develop, implement and review an appropriate and relevant Personal Development program in conjunction with the PD coordinator and School Counsellor in order to deliver a coherent and relevant PD programme to all members of the LS, which will help in equipping the pupils with the skills necessary to contribute as leaders of the future. * Work with LS SMT in providing guidance to pupils |
| 6. | * Liaise with US Senior Hm and Hms to ensure consistency of pastoral care across the phases and to embed a secure transition process for all pupils moving from the Lower School phase to the US phase, which includes an open communication of this transition process with parents. |
| 7. | * To work closely with the Head Boy and Girl in LS and School Council members to monitor and encourage positive development of leadership skills and to ensure that school events are well supported. |
| 8. | * Lead the class teachers in supporting the process of CCA Option Choices, and Leadership and Service Activities choices in coordination with the Director of Studies and the Head of CCAs to ensure all pupils within the LS are making wise choices that support the Haileybury values and aims. |
| 9. | * Work with the deputy Hms and teachers in ensuring a consistent approach to developing House identity and to encourage pupil participation in both House based and school wide events. |
| 10 Welfare and Discipline Matters | * Communicate and consult with parents. * Participate in, and document, meetings for any of the purposes above. * Participate in the maintaining of high standards of behaviour and dress of pupils in the classroom and in all school locations and activities. * Follow Haileybury Almaty policies with regard to the health and safety of pupils both on and off the school premises when pupils are under the school’s jurisdiction. |
| 10. Co-curricular Activities | * Supervise and coach pupils in the Co-Curricular Activities (CCA) programme and the co-curricular sports and performing arts programmes. * Organise the logistics associated with these programmes as they relate to transport and accommodation. |
| 11. Professional Development | * Participate in and line manage middle managers for the annual Professional Performance Review. * Participate in and lead school-wide CPD initiatives. * Seek CPD opportunities that may arise from the appraisal process, including pathways to higher qualifications. * Seek advice from line managers with regard to professional development and career paths. * Take full responsibility for what may be reviewed in a full school audit. |
| 12.Child protection,  Safeguarding and  Health & Safety | Everyone who works at Haileybury Almaty has the responsibility for promoting the safeguarding and welfare of children.   * Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact; * Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are on the school premises and when they are engaged in authorized school activities elsewhere; * Be aware of school policy and procedures regarding Child Protection and Safeguarding, and attend relevant training as required. * Report all causes for concern to the Designated Senior Lead; * Provide thorough risk assessments as required prior to activities and trips. |
| **Key** **Relationships:**  **Internal**   * LS Director of Studies, US Senior Hm, other Hms and deputy hms, subject coordinators , year team leaders, Head of LS   **External**   * Parents, Governors and other educational providers as required | |
| **Other** **important** **features** **or** **requirements** **of** **the** **job:**   * Work closely with the School’s leadership team to ensure effective implementation of the School’s strategic plan and to take a central role in that process * Lead within the LS and in consultation with the US to ensure continuity in pastoral systems across phases of the School * Lead by example in all professional matters ensuring that all teachers and pupils observe matters such as dress, punctuality and mutual support * Contribute to the development of the overall Haileybury vision and ensure that pupils, staff and parents all understand and subscribe to that vision * Be available to advise academic staff and individual pupils, ensuring that, so far as possible, each person’s individual needs are met so that they can exceed their potential, and that pupils’ progress is maintained in an effective way   Attendance at camps, expeditions, parent information evenings, community events.   * Representing the school at official functions as and when requested by the Headmistress * Proactively manage the induction of new pupils * Teaching load as required and specified by Head of Lower School. * Have experience in teaching EAL pupils and be knowledgeable on their learning needs. * Haileybury Almaty is committed to safeguarding and promoting the welfare of children and young people and expects all staff and those connected to the school to share this commitment | |

1. **The Role**

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| On arrival at HAL parents entrust their boys and girls ‘best interest’ to the care of their class teacher, who is therefore a key figure in the pupil’s life whilst they are at school. Therefore, the Senior Housemaster/mistress has the overall responsibility for the welfare and progress of all the pupils in the LS and for communications between parents and the School. |

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| **Housemaster/ mistress** | **Key** **Aspects** |
| **Job Purpose** | * Strategically lead and manage the oversight of pastoral, care across the LS * Monitor and oversee the attendance of all pupils to meet school targets * Oversight of LS House/Inter-House events. * In conjunction with the Director of Studies, deputy hms, class teachers and Head of Lower School, monitor the pastoral care of pupils across the LS. * Lead and support the deputy Hm team and the Pastoral Support Committee * Develop and initiate pupil opportunities across the whole LS. * Help develop and review school policy related to disciplinary, reward and support procedures in the Lower School. |
| **Team Responsibilities** | * Work collaboratively on promoting the value of the house system and high quality pastoral care at Haileybury Almaty. * Work as part of a team on the leadership of pastoral, and House activities. |
| **Pastoral** | * Lead disciplinary, reward and support procedures. * Lead and manage information related to pupil welfare (e.g. evidence of emotional and social distress) and devise appropriate responses. * Establish positive and supportive relationships with pupils and parents. * Lead on the induction of new pupils into the LS and meetings with parents. * Liaising with Haileybury Support Services, School Counsellor and Outside Agencies, as appropriate. |
| **Strategic** | * Lead and co-ordinate procedures and policies related to monitoring pastoral care with the other members of LS SMT and liaise with the US * Monitor homework timetable and homework patterns from the viewpoint of pastoral care * Work with the Director of studies, reports on pupil progress to identify strengths and weaknesses and implement appropriate action where necessary from a pastoral standpoint. * Implement and track pupil support strategies for pupils with academic and pastoral needs * Monitor pupil attendance within the LS and report to the HoLS and Governors, and devise strategies to improve it. |
| **Extra** | * Lead on Safeguarding in the School. * Convene, set the agenda and chair weekly Pastoral Support Committee meetings. * Lead School and House Assemblies. * Oversee pupil records. * Write, as requested, pupil references and pupil reports. * Lead, oversee and organize House-based initiatives and events. * Lead, oversee and manage House Charity events and links with the House Charity. * Provide support to Friends of Haileybury and the school with events. * Lead on safeguarding |
| **Child protection,**  **Safeguarding and**  **Health & Safety** | Everyone who works at Haileybury Almaty has the responsibility for promoting the safeguarding and welfare of children.   * Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact; * Maintain good order and discipline among the pupils and safeguard their health and safety, both when they are on the school premises and when they are engaged in authorized school activities elsewhere; * Be aware of school policy and procedures regarding Child Protection and Safeguarding, and attend relevant training as required; * Report all causes for concern to the Child Protection Officer; * Provide thorough risk assessments as required prior to activities and trips. |

1. **Person** **Specification**

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|  | **Essential** | **Desirable** |
| **Behaviours** | * Be a role model for Haileybury Staff Code of Conduct. * Be highly motivated, ambitious and collaborative. * Have high levels of honesty and integrity in aspects of their role. * Demonstrate empathy, humility and genuinely care about staff, taking the time to listen and motivate them. * Be able to think strategically, drive improvements in the teaching and learning experience across the school, including pastoral care and maintain an optimistic attitude in all interactions with staff. | * Show evidence of establishing clear goals and objectives for team members, which fed into the school’s strategic development plan. |
| **Skills** **and** **Knowledge** | * Shows skills, which lead to improvement of attainment and success within the school. * Has excellent organizational skills * Demonstrates the ability to manage change and work under pressure within those changing circumstances. * Has excellent communication skills along with the ability to listen and understand. * Demonstrates good coaching skills within a team environment. * Has the ability to contribute to the positive management of pupil behaviour. * Has the ability to inspire both adults and young pupils. * Demonstrates outstanding interpersonal skills and the ability to relate well to a wide range of people. * Is flexible, can readily show good will to help others | * Provide an example of using information, resources and technology, which lead to value being added to the overall learning experience of pupils. |
| **Experience** | * Has a track record of being a pastoral team leader which includes the empowerment of others. * Has experience of monitoring set targets in a specified action plan to evaluate and ensure progress. * Demonstrates experience of effective leadership of pupil behaviour for learning. | * Experience of working as a pastoral leader (e.g. Housemaster/mistress or Phase coordinator) in an international /British school. |
| **Qualifications** | * Qualified teacher status through a PGCE, GTP or another international equivalent. | * Evidence of involvement in relevant CPD |